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Oxfordshire Growth Board

Minutes of a meeting of the Oxfordshire Growth Board held at Cherwell District Council Offices Council Chamber, Bodicote House, Bodicote, Banbury, OX15 4AA, on 30 July 2015 at 2.00 pm

Present: Councillor Barry Wood, Leader, Cherwell District Council (Chairman)
Councillor Ian Hudspeth, Leader, Oxfordshire County Council (Vice-Chairman)

Councillor Matthew Barber, Leader Vale of White Horse District Council

Councillor John Cotton, Leader, South Oxfordshire District Council

Councillor Barry Norton, Leader, West Oxfordshire District Council

Councillor Bob Price, Leader, Oxford City Council

Non-voting Members: Jon Mansbridge, Environment Agency

Apologies for absence: Alistair Fitt, Universities Representative, Oxford Brookes
Andrew Harrison, Business Representative
Adrian Lockwood, Business Representative, Oxfordshire Skills Board
Phil Shadbolt, Business Representative
Adrian Shooter, Chairman, Oxfordshire Local Enterprise Partnership
Richard Venables, Business Representative
David Warburton, Homes and Communities Agencies (HCA)

Officers: Sue Smith, Chief Executive, Cherwell District Council
Calvin Bell, Director of Development, Cherwell District Council
David Edwards, Executive Director, Regeneration and Housing, Oxford City Council
Sue Scane, Director of Environment & Economy, Oxfordshire County Council
Mark Jaggard, Planning Policy Manager, Oxford City Council
Peter Clark, County Solicitor and Head of Law and Governance, Oxfordshire County Council
David Buckle, Chief Executive, South Oxfordshire & Vale of White Horse District Councils
Andrew Tucker, Strategic Director, West Oxfordshire District Council
Adrian Duffield, Head of Planning, South Oxfordshire and Vale of White Horse District Councils
Paul Staines, Oxfordshire Growth Board Programme Manager
Natasha Clark, Team Leader, Democratic and Elections, Cherwell District Council

1 **Appointment of Chairman for the Period of Cherwell District Council hosting the Oxfordshire Growth Board**

Resolved

The Councillor Barry Wood be appointed Chairman of the Oxfordshire Growth Board for the period of Cherwell District Council hosting the Board (until 1 July 2016).

2 **Appointment of Vice-Chairman for the Period of Cherwell District Council hosting the Oxfordshire Growth Board**

Resolved

That Councillor Ian Hudspeth be appointed Vice-Chairman of the Oxfordshire Growth Board for the Period of Cherwell District Council hosting the Board (until 1 July 2016).

3 **Declarations of Interest**

There were no declarations of interest.

4 **Chairman's Announcements**

The Chairman made the following announcements:

1. The Chairman welcomed persons watching the meeting via the internet, as it was being webcast.
2. There would be an item on the agenda of the 24 September 2015 regarding public participation.
3. A number of questions had been submitted via email. All questions would be answered and responses sent directly to the individuals and groups who had submitted the questions as well as being published online.

5 **Minutes**

The Minutes of meeting of the Board held on 25 June 2015 were agreed as a correct record and signed by the Chairman.

6 **Post SHMA Strategic Work Programme**

The Growth Programme Board Manager submitted a report which provided a synopsis of the Post-SHMA Strategic Work Programme along with a revised timetable.

In response to Members' a questions regarding issue 17, Coordination and Communication, the Growth Programme Board Manager explained that this related to all partners working together and ensuring a consistent message.

In considering the report, Members commented they were pleased to see a more realistic timetable which would ensure robustness and increase the level of political oversight.

It was highlighted that elements of the workstreams detailed in the work programme set out what would be done by the Growth Board and what individual local authorities would do independently.

All Members were satisfied that the duty to cooperate was being met and the Leader of Vale of White Horse District Council requested that as a consequence of this partners did not seek to challenge other authorities through their local plans.

Resolved

- (1) That the emphasis on the Sovereignty of Local Plans in the key principles for the Post SHMA Strategic Work Programme remains appropriate be endorsed.
- (2) That the detailed work programme and revised timetable (annex to the Minutes as set out in the Minute Book) be endorsed.
- (3) That a more frequent pattern of Growth Board Meetings aligned with the Strategic Work Programme be agreed.
- (4) That the Coordination and Communication Protocol be adopted.
- (5) That a Confidentiality Protocol be drawn up and adopted.

The meeting ended at 2.15 pm

Chairman:

Date:

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Post SHMA Strategic Work programme July 2015

No.	Programme Element	Lead Council(s)	Resources	Tasks	Outputs	Original Completion Date	Revised completion date as at 21st July	Notes
1	Programme Set Up	WODC	Growth Board Programme Manager/ In-house staff	Prepare Detailed Project Plan, agree project leads, identify resources, and define steering and reporting arrangements	Detailed Project Plan for approval at February Growth Board	ongoing	ongoing	
			Growth Board Programme Manager/ In-house staff	Recruit/Identify Strategic Planner to support the Growth Board Programme Manager	Fixed term/ seconded Strategic Planner	February 2015	May 2015	Agreed to be part of the tender for a critical friend.
			Growth Board Programme Manager/ In-house staff	Engage external expert Critical Friend to independently validate and comment on the programme at key stages	Critical Friend appointed	February 2015	May 2015	Appointed Mid May.
			Growth Board Programme Manager/ In-house staff	Develop communications strategy and Growth Board website	Communication Strategy and Website Information	February 2015	February 2015	Comms strategy completed. Agreed at GB that a WGB web site will not be developed, instead relying upon partners web sites.
			Growth Board Programme Manager/ In-house staff	Develop coordination and communication protocol	agreed coordination and communication protocol	May 2015	August 2015	Draft circulated, awaiting comments from partners.
2	Define Oxford's Unmet Need	OCityC	In-house staff/ Consultants	Detailed response from VOWH, SO and CDC on Oxford SHLAA (Cundall Review)	Cundall Report	November 2014	November 2014	Completed.
			Critical Friend	Critical Friend reviews Oxfords SHLAA and responses from rural districts and recommends an unmet need figure for Oxford based upon existing policy, with policy change options to be considered as a Strategic Option(s) and tested	Critical Friend Review Paper	February 2015	August 2015	Meetings held with City and Districts. Report under preparation.
3	Strategic Options development to inform housing distribution	WODC	Growth Board Programme Manager/ In-house staff	Define scope of Strategic Options (i.e. size thresholds and essential criteria) and prepare standard information template (SHLAA compatible)	Scoping Paper and Standard Information Template	January 2015	March 2015	Scoping paper agreed on 23rd March.
		All Councils	In-house staff	Individual Districts generate aggregated Strategic Options	Strategic Options for all districts	March 2015	August 2015	Strategic options yet to be provided for South and Vale.
		All Councils	Critical Friend, Growth Board Programme Manager/ In-house staff/ Consultants	Check and Challenge workshop on Strategic Options list to ensure that all reasonable options have been included	Final Strategic Options list	March 2015	September 2015	This date is will depend upon completion of strategic options templates for all districts.
4	High Level Sustainability and Strategic Options Assessment	OCountyC	In-house staff	Finalise brief and procure consultants for Sustainability Assessment	Develop Project Brief and appoint consultants	February 2015	August 2015	The tender for the consultants was issued in early June however appointment requires clarification of scale and scope of project and strategic options templates for all districts.
		OCountyC	In-house staff/ Consultants	Study the relative contribution of areas of land to the purposes of the Oxford Green Belt in order to identify the potential, or not, for development, and the case for additional areas to be added to the Green Belt.	Draft Report on Green Belt Study	June 2015	August 2015	Revised project programme proposes a draft report by 14th August 2015.
		OCountyC	In-house staff/ Consultants	Establish spatial and sustainability assessment criteria and baseline	Agreed assessment criteria and baseline	June 2015	September 2015	This work cannot commence until the task entitled Strategic Options development to inform housing distribution has been completed.
				Identify any strategic environmental constraints	Report on Strategic Environmental Constraints	June 2015	December 2015	
				Identify any strategic infrastructure constraints	Report on Strategic Infrastructure Constraints	June 2015	December 2015	
				Identify any strategic water constraints	Report on Strategic Water Constraints	June 2015	December 2015	
				Assess Strategic Options for consistency with Strategic Economic Plan	SEP Consistency Paper	June 2015	December 2015	
Infrastructure assessment of Strategic Options, including transport	Infrastructure analysis of Strategic Options	June 2016	December 2015					

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Post SHMA Strategic Work programme July 2015

				Assess landscape and heritage impact of Strategic Options	Landscape and heritage analysis of Strategic Options	June 2017	December 2015	This follows the tasks above		
				High level viability assessment of Strategic Options	Report on viability assessment of Strategic Options	July 2015	January 2016			
				Evaluate Strategic Options and Prepare Draft Sustainability Assessment Report	Draft Sustainability Assessment Report	July 2016	January 2016			
				All Councils	Critical Friend, Growth Board Programme Manager/	Check and Challenge workshop on emerging evaluation of Strategic Options	Revised Draft Sustainability Assessment Report and Revised Draft Report on Green Belt Study		July 2017	January 2016
				OCountyC	Critical Friend	Critical Friend review of evaluation of Strategic Options to ensure that this is justified and appropriate	Final Sustainability Assessment Report and Final Green Belt Study Report		August 2015	February 2016
5	Infrastructure Delivery Plan	OCountyC	In-house staff/ Consultants	Collate existing IDPs and evidence	develop a background comprehensive evidence base	March 2015	September 2015	Background work underway		
				Define scope of infrastructure assessment work and transport assessment/ modelling	Detailed Project Brief	March 2015	September 2015			
				Assessment of funding and delivery of Infrastructure options, including Government (e.g. LGF Round 3), land value capture, etc.	Funding options assessment	June 2015	January 2016	These tasks require the Sustainability and Strategic Options Assessment to arrive at a short list of options to consider taking forward for infrastructure implications		
				Develop infrastructure options to support delivery of Strategic Options and other district growth proposals	Draft options	July 2015	February 2016			
				First Draft Strategic Infrastructure Delivery Plan	Draft Strategic Infrastructure Delivery Plan	July 2015	February 2016			
		All Councils	Critical Friend, Growth Board Programme Manager/ In-house staff/ Consultants	Check and Challenge workshop on emerging infrastructure plans and priorities	Revised Draft Strategic Infrastructure Delivery Plan	July 2015	February 2016			
		OCountyC	Critical Friend	Critical Friend review of Draft Strategic Infrastructure Delivery Plan to ensure that this is justified and appropriate	Revised Draft Strategic Infrastructure Delivery Plan	August 2015	March 2016			
				In-house staff/ Consultants	Assess Local Plan Growth Proposals as they emerge	OCountyC comments on Local Plans/ Development proposals	tbc	tbc	follows statement of cooperation	
				Finalise Strategic Infrastructure Delivery Plan	Final Strategic Infrastructure Delivery Plan	tbc	tbc			
		6	Complete final reports for Growth Board	All Councils		Recommendations from Critical Friend on housing distribution between districts and implications for 5 year housing land supply	Report to Growth Board	July 2015	February 2016	
Critical Friend, Growth Board Programme Manager/ Strategic Planner/ In-house staff	Check and Challenge workshop on Critical Friend's emerging recommendations				Revised Report to Growth Board	August 2015	March 2016			
Growth Board Programme Manager/ Strategic Planner/ In-house staff	Growth Board consider recommendations and decide housing distribution between districts				Agreed position on housing distribution	September 2015	March 2016	Target of Growth Board EOG on 17/3 and Growth Board on 31/3		
Growth Board Programme Manager/ Strategic Planner/ In-house staff	Publish statement of cooperation setting out agreed distribution				Revised Statement of Cooperation	September 2015	April 2016			
7	Strategic Habitat Regulations Assessment	TBC	In-house staff	Prepare brief and procure consultants	Project Brief	October 2015	February 2016			
			Consultants	Screening of Recommended Strategic Options	HRA Screening of Strategic Options Report	November 2015	March 2016			
				Appropriate Assessment (if required)	Appropriate Assessment	tbc	June 2016	This task will commence alongside Local Plan reviews		
	Water Cycle Strategy	Vale/South	In-house staff	Prepare brief and procure consultants	Project Brief	October 2015	tbc	This project will commence alongside Local Plan reviews		
			Consultants	Prepare Water Cycle Strategy	Water Cycle Strategy	tbc	tbc			